



Iowa Dept of Natural Resources

Low-head Dam Safety Program

Cost-share Application

INTRODUCTION

The Iowa Department of Natural Resources (Iowa DNR) Conservation and Recreation Bureau under Chapter 30 of 571 Iowa Administrative Code will direct funds appropriated by the Iowa General Assembly to the Low-head Dam Safety program. For fiscal year 2008, \$200,000 was appropriated. These funds are available to local governments through cost-sharing at a maximum of 50 percent cost to the low-head dam safety cost-share program to mitigate hazards at low-head dams through warning signage, portage trail construction, and modifications to or removals of low-head dams.

Project eligibility. PLEASE NOTE: There are separate application forms for each size of project. The scoring committee will evaluate proposals for safety projects related to low-head dams, for activities on or adjacent to navigable waters in Iowa, using three categories:

Small projects. Small projects shall include proposal requests of up to \$20,000. Eligible projects for consideration for award as a small project shall include: warning signage and supporting infrastructure; feasibility, environmental, or preliminary design or engineering studies related to removal of hazardous structures; and construction costs related to portage trails and modification or removal of hazardous dams.

Medium projects. Medium projects shall include proposal requests of \$20,001 to \$50,000. Eligible projects for consideration of award as a medium project shall include: warning signage and supporting infrastructure; and construction and engineering costs related to portage trails and modification or removal of hazardous dams.

Large projects. Large projects shall include proposal requests of over \$50,000. Eligible projects for consideration of award as a large project shall include construction and engineering costs related to modification or removal of hazardous dams.

Disbursement of awards. Grants for low-head dam safety projects will be announced not later than 90 days after the grants are due. All funds shall be obligated by not later than July 1 of the next fiscal year.

Definitions.

- “*Commission*” means the natural resource commission.
- “*Coordinator*” means the staff person of the department responsible to implement this chapter.
- “*Department*” means the department of natural resources.
- “*Director*” means the director of the department of natural resources.
- “*Low-head dam*” means a uniform structure across a river or stream that causes an impoundment upstream, with a re-circulating current downstream.
- “*Navigable water*” means all lakes, rivers, and streams, which can support a vessel capable of carrying one or more persons during a total of six months period in one out of every ten years.
- “*Scoring committee*” means water trails scoring committee.
- “*Sponsor*” means an eligible applicant, as described in these rules.
- “*Water trail*” means a point-to-point travel system on a navigable water, and a recommended route connecting the points.

Important information

- For funds to be dispersed, your local entity must enter into a project agreement with the Iowa DNR, which details requirements and commitments your organization will keep.
- Funds must be applied to intended use within three years of award.
- Grantees should give Iowa businesses priority, when possible, in contracting labor or purchasing materials.
- Administering organizations are required to keep all project records for three years after the final report is completed. These records are to be available for audit by the state.
- Any deviation from the project outlined in your application must be confirmed in advance by the Iowa DNR Water Trails coordinator and in writing by the Director.

Timeline

- Applications must be postmarked by the last business day of January each year.
- Grant designations will be announced during the final week of February each calendar year.
- Funds will be available as soon as possible after the award date.
- Applicants need to meet the requirements for construction permits from federal, state and local authorities before constructing their projects. Receipt of state funding does not eliminate the need for appropriate construction permits.

How will grant awards be determined?

Applications will be scored by Iowa DNR staff and two appointed representatives of the water trails advisory committee. After scoring the applications, the committee will prioritize among the small, medium, and large projects to determine where the most impact can be made in a given year with given resources.

Application instructions

Applications for the Low-head Dam Safety cost-share funds must be completed and postmarked by the last business day in January in order to be eligible for review. Please review the application checklist. Submit **six copies** of your application to:

Water Trails Coordinator
Iowa DNR
Wallace State Office Building
502 E 9th St.
Des Moines, IA 50319

Questions may be addressed to:

Nate Hoogeveen
Water Trails Coordinator
515-281-3134
watertrails@dnr.state.ia.us

Local governments (cities, counties, and their agencies) are eligible. The Iowa DNR does not make or imply any guarantees from the information found in this application or persons contacted.

Application checklist:

_ A. APPLICATION FORM with full contact information, and responses to Small, Medium, or Large application criteria.

Please make sure the questions correspond to your requested project size. If applicant is a unit of local government applying as responsible agent for other partners, list local groups involved.

_ B. NARRATIVE assessing existing conditions, clearly outlining the concept of the proposed project, and providing project justification. Narrative should be no more than two typed pages.

_ C. A MAP identifying the location of the project.

_ D. Responses to APPLICATION RANKING CRITERIA listed below.

_ E. An ITEMIZED BREAKDOWN of the total project costs and, if applicable, the portion this grant is expected to fund.

_ F. A TIME SCHEDULE for the total project development, and when funds from this grant program are expected to be spent.

_ G. LETTERS OF AGREEMENT, if needed, from managers of lands where construction will take place and/or signs will be installed.

_ H. CONSTRUCTION DRAWINGS and/or SIGN PLACEMENT PLAN for the proposed project.

IOWA WATER TRAILS PROGRAM GRANT APPLICATION

Postmark Deadline: Last business day of January

PROJECT NAME

APPLICANT NAME

CONTACT PERSON

ADDRESS (street address required)

CITY

STATE

ZIP CODE

PHONE (day)

PHONE (evening)

E-MAIL

IF PROJECT IS IN AN AREA CONTROLLED OR PARTIALLY CONTROLLED BY OTHER ENTITY(IES), PLEASE LIST:

ORGANIZATION 1

CONTACT PERSON

PHONE

E-MAIL

ORGANIZATION 2

CONTACT PERSON

PHONE

E-MAIL

TOTAL IOWA DNR LOW-HEAD DAM SAFETY AMOUNT REQUESTED \$

FUNDS SECURED FROM OTHER SOURCES \$

FUNDS NEEDED FROM OTHER SOURCES \$

TOTAL COST OF PROJECT \$

APPLICATION RANKING CRITERIA:

Small project application

Small projects shall include proposal requests of up to \$20,000. Eligible projects for consideration for award as a small project shall include:

- Warning signage and supporting infrastructure
- Feasibility, environmental, or preliminary design or engineering studies related to removal or safety modifications of hazardous structures
- Construction and engineering costs related to portage trails and modification or removal of hazardous dams.

Applications will be reviewed on a 100-point scoring system. Point values have been assigned to the various questions in the application as indicated below. Applicants will receive notification of acceptance or deferral by mail or e-mail by March of each calendar year. Please be concise; limit responses to a maximum of 250 words per question.

1. Describe the level and types of public use in the vicinity of this low-head dam, the relative hazard of the dam, and how this project is expected to improve public safety. (20 points)
2. Will this project install warning signage or establish a portage according to guidelines in the Iowa DNR Water Trails sign manual (see www.iowadnr.gov/watertrails/)? (15 points)
3. Describe all recreational groups expected to be affected by this project and expected recreational impacts. (10 points)
4. Describe commitment and endorsements of various partners and local political entities to this project, and likelihood of successful completion of the project. Please attach letters detailing partner commitments and support from partners and supporters. If project area is not in direct and full control of the applicant, the applicant MUST submit a letter of agreement or a more formal agreement to the project from partners in control or partial control of area to be eligible. If area is in complete control of applicant and no additional agreement is needed, especially for a signs-only project, please indicate so. (15 points)
5. Describe the planning efforts and how public input will be or has been sought and demonstrated (i.e., public meetings, media coverage, local supporting group endorsements, etc.)? Have outside governmental staff (i.e., DNR, National Park Service, United States Fish and Wildlife Service, RC&D) or private consultants assisted a planning and design effort, and how was the public engaged? Describe the results. (15 points)
6. Describe funding sources that are expected to contribute to this project and detail level of confidence that each sources of funds will come to fruition (possible, expected, secured). Funds raised locally receive highest priority. (15 points)
7. Describe a maintenance plan and list authority(ies) to be responsible for the completed project. Projects with a planned approach to maintenance over the coming decades will receive higher priority. (10 points)

APPLICATION RANKING CRITERIA:

Medium projects

Medium projects shall include proposal requests of \$20,001 to \$50,000.

Eligible projects for consideration of award as a medium project shall include:

- Warning signage and supporting infrastructure
- Construction and engineering costs related to portage trails and modification or removal of hazardous dams.

Applications will be reviewed on a 100-point scoring system. Point values have been assigned to the various questions in the application as indicated below. Applicants will receive notification of acceptance or deferral by mail or e-mail by March of each calendar year. Please be concise; limit responses to a maximum of 250 words per question.

1. Describe the level and types of public use in the vicinity of this low-head dam, the relative hazard of the dam, and how this project is expected to improved public safety. (20 points)
2. Describe expected benefits of this project to overall stream health, fish or mussel migration and habitat (absence of specific species and expected recovery to certain stream reaches, etc.). (20 points)
3. Describe all recreational groups affected by this project and expected recreational impacts. Is this dam on a navigable stream, and to what degree is it used for navigation? (10 points)
4. Describe commitment and endorsements of various partners and local political entities to this project, and likelihood of successful completion of the project. Please attach letters detailing partner commitments and support from partners and supporters. If project area is not in direct and full control of the applicant, the applicant **MUST** submit letter agreeing to the project from partners in control or partial control of area to be eligible. (15 points)
5. Describe the planning efforts and how public input will be sought and demonstrated (i.e., public meetings, media coverage, local supporting group endorsements, etc.)? Have outside governmental staff (i.e., DNR, National Park Service, United States Fish and Wildlife Service, RC&D) or private consultants assisted a planning and design effort, and how was the public engaged? Describe the results. (10 points)
6. Describe funding sources that are expected to contribute to this project and detail level of confidence that each sources of funds will come to fruition (possible, expected, secured). Funds raised locally receive highest priority. (10 points)
7. Describe a maintenance plan and list authority(ies) to be responsible for the completed project. Projects with a planned approach to maintenance over the coming decades will receive higher priority. (10 points)

APPLICATION RANKING CRITERIA:

Large project application

Large projects shall include proposal requests of over \$50,000. Eligible projects for consideration of award as a large project shall include:

- Construction and engineering costs related to modification or removal of hazardous dams.

Applications will be reviewed on a 100-point scoring system. Point values have been assigned to the various questions in the application as indicated below. Applicants will receive notification of acceptance or deferral by mail or e-mail by March of each calendar year. Please be concise; limit responses to a maximum of 250 words per question.

1. Describe the level and types of public use in the vicinity of this low-head dam, the relative hazard of the dam, and how this project is expected to improved public safety. (20 points)
2. Describe expected benefits of this project to overall stream health, fish or mussel migration and habitat (absence of specific species and expected recovery to certain stream reaches, etc.). (20 points)
3. Describe all recreational groups affected by this project and expected recreational impacts. Is this dam on a navigable stream, and to what degree is it used for navigation? (10 points)
4. Describe commitment and endorsements of various partners and local political entities to this project, and likelihood of successful completion of the project. Please attach letters detailing partner commitments and support from partners and supporters. If project area is not in direct and full control of the applicant, the applicant **MUST** submit letter agreeing to the project from partners in control or partial control of area to be eligible. (15 points)
5. Describe the planning efforts and how public input will be sought and demonstrated (i.e., public meetings, media coverage, local supporting group endorsements, etc.)? Have outside governmental staff (i.e., DNR, National Park Service, United States Fish and Wildlife Service, RC&D) or private consultants assisted a planning and design effort, and how was the public engaged? Describe the results. (10 points)
6. Describe funding sources that are expected to contribute to this project and detail level of confidence that each sources of funds will come to fruition (describe each source as possible, expected, or secured). Funds raised locally receive highest priority. (10 points)
7. Describe the maintenance plan and list authority(ies) to be responsible for the completed project. Projects with a planned approach to maintenance over the coming decades will receive higher priority. (10 points)

, IA

Re: Iowa Water Trails grant

Dear :

Congratulations! Enclosed, please find two copies of a grant agreement for your Iowa Water Trails Grant awarded by the Department of Natural Resources (DNR). Please carefully review the grant agreement. Your organization must sign both copies of the agreement, return them to my attention and a fully executed copy will be returned to you.

Funding for the attached Grant will be available after the first of the Fiscal Year that begins July 1, 2006. You may receive a 90% advance of the grant amount by sending a letter requesting the advance with your signed agreements.

If you have any questions, please contact me at 515-281-3013.

Sincerely,

Kathleen Moench
Budget and Finance Bureau

Enclosures

Department of Natural Resources

COST-SHARE AGREEMENT- LOW-HEAD DAM SAFETY

GRANTEE:

PROJECT TITLE:

GRANT AWARD:

DNR CONTACT/PHONE #: Kathleen Moench 515-281-3013

1. **PURPOSE.** The purpose of this Low-head Dam Safety Agreement is to enable the Iowa Department of Natural Resources (the Department) to assist _____ to improve safety at low-head dams on navigable rivers in Iowa.
 2. **PARTIES/AUTHORITY.** The parties to this Grant Agreement are the Iowa Department of Natural Resources, an agency of the State of Iowa, and _____. The parties make this Grant Agreement under the authority of Chapter 30 of 571 Iowa Administrative Code and Iowa General Assembly appropriation.
 3. **GENERAL DESCRIPTION OF PROJECT .** This Grant Agreement is for the project described as:
 4. **COST-SHARE AWARD AND REIMBURSEMENTS.** The Department will provide the costs as described and agreed to in the grant application up to a maximum cost-share amount of \$ _____.
 - a) Sponsors shall provide at least fifty percent of the funds required to complete any project. Cost sharing funds may include local, private, federal or other state funds. Any claim of cost share, including reasonable in kind contributions, shall be supported through a signed letter from the organization providing the cost share.
 - b) With the exception of “Small” projects (awards of \$20,000 and under) once actual project costs are ready to be incurred, up to 90% of the award may be advanced by submitting a letter requesting the advance along with the signed agreements to the address below. The remaining 10% will be paid upon completion of the project in the final billing. For projects under \$20,000, financial assistance will be in the form of reimbursements, with the award paid at the final billing.
- Budget & Finance Bureau, Kathleen Moench
Iowa Department of Natural Resources
E. 9th & Grand
Des Moines, Iowa 50319
- c) A two-part final report is required on the date indicated on the Final Report Form (Attachment A). Submit this report electronically to watertrails@dnr.iowa.gov. Within 20 business days the report will be reviewed and instructions for submitting the final 10% payment request (Attachment B) will be forthcoming.
 5. **CERTIFICATION.** Medium and Large projects (any project with a request to the Department of more than \$20,001 per year) must have plans certified with a registered engineer and submitted to the Water Trails Coordinator before any funds are disbursed. Drawings can be sent to the above address, or electronically to watertrails@dnr.iowa.gov.
 5. **RESPONSIBILITIES.** The grantee is solely responsible for project completion as outlined in the project proposal. The grantee will make a concerted effort to procure goods and services from Targeted Small Businesses (TSBs) listed at www.iowai.org/iowa/dia/tsb/ during the performance of this Grant Agreement. The Department may provide assistance at the request of the grantee, or at the Director's recommendation. The grantee agrees to meet the requirements for construction permits from federal, state and

local authorities before constructing their projects. Receipt of state funding does not eliminate the need for appropriate construction permits.

6. **AMENDMENTS.** This Grant Agreement may be amended only by written ADDENDA signed by the Department Director. Requests for amendments shall be directed to watertrails@dnr.state.ia.us.

7. **EFFECTIVE DATE/TERMINATION.** This Grant Agreement shall become effective when it has been signed and dated by the Department Director and the grantee. All work specified in the project proposal will be completed by DATE-THREE-YEARS-FROM-AWARD.

8. **AVAILABILITY OF FUNDS:** If funds anticipated for the continued fulfillment of this agreement are at any time not forthcoming or insufficient, either through the failure of the State of Iowa to appropriate funds, or discontinuance or material alteration of the program under which funds were provided, then the Department shall have the right to terminate the agreement without penalty.

9. **By** signing this Grant Agreement, the grantee agrees to the terms and conditions set forth in this agreement, failure to meet the terms and conditions of this grant agreement may be cause for repayment of all or part of the grant funds.

_____ Date	_____ Liz Christiansen, Deputy Director Iowa Department of Natural Resources
_____ 426004572 Fed ID #	_____ Grantee Signature
	_____ Print Name

Attachment A

DEPARTMENT OF NATURAL RESOURCES MIDTERM PROJECT REPORT

For Programs: LWCF REAP WRAC ATV Snowmobile REAP Ed Water Trails **Low-head Dam Safety**

If you have questions, please contact the Budget & Finance Bureau at 515-281-3013. Make additional copies as needed.

This form is due _____ and is required for all projects NOT filing a final report before that date.

Grant Recipient:

Grant #:

Project Title:

Billing #: _____

Do you still plan to complete this project?

Are there any unexpected problems with your project are being encountered? Please describe.

Are there delays due to waiting for additional funds from other sources or using these funds to help match another grant program? Please describe.

What is your timeline for completing this project?

I certify that this statement is correct and that the work and services are in accord with the approved grant.

Signature: _____ Date: _____

Print Name: _____

Title: _____ Fed ID#: _____

Attachment B

DEPARTMENT OF NATURAL RESOURCES FINAL PROJECT BILLING

For Programs: LWCF REAP WRAC ATV Snowmobile REAP Ed Water Trails **Low-head Dam Safety**

Project billings must be accompanied by all required documentation (invoices, canceled checks, deeds, etc.) covering expenditures included in the billing. If you have questions, please contact the Budget & Finance Bureau at 515-281-3013. Make additional copies as needed.

Grant Recipient: Iowa DNR

Grant #:

Project Title:

Billing #:

Use the table below to list your budget items and the expenditures for each item. You should follow the budget items provided with your original proposal as closely as possible.

Budget Item	Budget Amount	Expenditures This Billing	"To Date" Item Expenditures
Totals			
Less Expenditures In Excess of Total Authorized Project Budget:			
Total "To Date" Expenditures:			
CLAIM REQUEST (___% OF "TO DATE" EXPENDITURES):			
LESS PREVIOUS PAYMENTS OF:			
TOTAL CLAIM TO BE PAID:			

Land Acquisition - List each parcel separately by parcel #. Use purchase price or appraised value, whichever is the lesser.

I certify that this billing is correct and just based upon actual payment(s) of record by the grant recipient, and that the work and services are in accord with the approved grant.

Signature: _____

Date: _____

Print Name: _____

Title: _____ Fed ID#: _____

Phone: _____

